

THE REQUESTS MODULE

- The Requests module is the part of DOCLINE where the borrowing and lending is actually done.
- There are five menu choices – **Borrow, Lend, Receipt, Reports,** and **Status/Cancel.**



BORROWING

- Under **Borrow** there is a submenu of ways to borrow – **PubMed, UniqueKey, LOCATORplus, Manual, Transfer** and **Requestor.**



UNIQUEKEY

- The most common method of borrowing is **UniqueKey.**
- In the **Search PubMed** section up to 11 Unique Identifiers (UIDs) can be entered in the search box.
- UIDs are MEDLINE Unique Identifiers (MEDLINE UIs) or PubMed Identifiers (PMIDs).
- The system actually searches for the UID in MEDLINE/PubMed.
- Each UID is separated by a comma or a space – NOT BOTH.
- After entering your UIDs, click on **Search.**



- The **Search LOCATORplus** section allows you to enter one **Key – NLM Unique ID, ISSN, ISBN, OCLC, or Journal Title Abbrev.**
- The system actually searches in LOCATORplus.



PROCESSING REQUESTS

- The procedure for **Processing Requests** is similar in throughout all of the **Borrow** methods.
- The **Process PubMed Orders** screen lists the citations you wish to borrow.
- By clicking on **Next**, you will process all the citations at once.

The screenshot shows a web interface titled "Process PubMed Orders" with a header bar indicating "Requestor's LIBID: TXUXE". Below the header, there is a list of three citations, each preceded by an unchecked checkbox. The citations are:

- ☐ Green R; Cupples L; Go R; Benke K; Edsall T; Griffith P; Will
Risk of dementia among white and African American
JAMA. 2002 Jan 16;287(3):329-36
PMD: 11790212 ISSN: 0098-7484
- ☐ Tang MX; Stern Y; Marder K; Bell K; Gurland B; Lantigua R; A
The APOE-epsilon4 allele and the risk of Alzheimer
JAMA. 1998 Mar 11;279(10):751-5
PMD: 9508150 ISSN: 0098-7484
- ☐ Devi G; Ottman R; Tang MX; Marder K; Stern Y; Mayeux R
Familial aggregation of Alzheimer disease among wh
Arch Neurol. 2000 Jan;57(1):72-7
PMD: 10634451 ISSN: 0003-9942

At the bottom of the list, there are two buttons: "Reset" and "Next >>>".

- The check boxes next to each citation, allows you to process the requests separately.
- For example, by checking only the first box you will only finishing processing the first request.
- Click on **Next**.

This screenshot is identical to the previous one, but the first checkbox is now checked, indicating that the first citation is selected for processing. The other two checkboxes remain unchecked.

- **Routing Instructions** takes the default information from Routing **Profile** created in DOCUSER.
- At this point, you may either change any of the instructions or keep the defaults.

Routing Instructions Requestor's LIBID: TXUXXE

Form: Copy Copyright Compliance Guidelines Maximum Cost: \$FREE.00

Comments: test - do not fill

Authorized By: R. Leideman Referral Reason: [dropdown]

Network Delivery: Mail NLM Delivery: Never route to NLM

Patron Name: [field] Need By Date: [field] (MMDDYYYY)

Phone: Country Code: 1 Area/City Code: 713 Local Number: 555-1223 Extension: [field]

Fax: Country Code: 1 Area/City Code: 713 Local Number: 555-1222 Extension: [field]

Email: [field]

Ariel: [field]

Prefix LIBID: [field]

Route Cells: 1 [checkbox] 2 [checkbox] 3 [checkbox] 4 [checkbox] 5 [checkbox] 6 [checkbox] 7 [checkbox] 8 [checkbox] 9 [checkbox]

Refer to Resource Libraries: [checkbox] Refer on after NLM: [checkbox] Deselect All: [button]

<<< Prev Reset Next >>>

- Before continuing on to the next step, you must select the **Referral Reason**.
- These are the reasons why the item needs to be borrowed.

Referral Reason: [dropdown]

Never route to NLM [dropdown]

ate [field] (MMDDYYYY)

City Code: 713

City Code: 713

2 [checkbox] 3 [checkbox] 4 [checkbox]

Refer on after NLM: [checkbox] Deselect All: [button]

- Another option on this screen is the **Prefix LIBID**.
- The system allows you to send the request directly to one library.
- You may type in the LIBID.
- After finishing the instructions, click on **Next**.

Prefix LIBID: [field]

- The **Delivery Address** is the address taken from the **Document Delivery Address** page in DOCUSER.
- If the address the document is to be mailed to is the same, click on **Finish**.

Delivery Address		Requestor's LIBID: TXUXXE
Ship to Name	University Hospital (Test Record)	
Department	Health Sciences Library ILL	
Street	770 Main Street	
City	Austin	
State/Province (U.S. or Canada)	Texas	
State/Province (Other)		
Zip/Mail Code	77030	
Country	USA	
<<< Prev Reset Finish		

- After finishing, you get the **DOCLINE Request** page, which gives the request number and location the request was sent to.

DOCLINE Request - Jan 31, 2002
<p>5753252 was routed to University Hospital (Test Record) (AKUXXE) in cell 2 Green R, Cupples L, Go R, Benke K, Edeki T, Griffith P, Wil Risk of dementia among white and African American JAMA 2002 Jan 16;287(3):329-36 PMID: 11790212 ISSN: 0098-7484</p>
Full Display Return

- By clicking on **Full Display** you can view or print the entire request.

5753252		
Request # 5753252	BORROW COPY	JAN 31, 2002
Mail To:		
University Hospital (Test Record)		
Health Sciences Library ILL		
770 Main Street		
Austin, TX 77030		
DOCLINE: Journal Copy		
Title:	JAMA : the journal of the American Medical Association.	
Title Abbrev:	JAMA	
Citation:	2002 Jan 16;287(3):329-36	
Article:	Risk of dementia among white and African American	
Author:	Green R, Cupples L, Go R, Benke K, Edeki T, Griffith P, Wil	
NLM Unique ID:	7501160 ISSN: 0098-7484	
PubMed UI:	11790212	
Publisher:	American Medical Association, Chicago IL	
Verify:	PubMed	

- By clicking on **Return**, you come back to the **Process PubMed Orders** screen and can continue to process the other requests.

Process PubMed Orders Requestor's LIBID: TXUXXE

<input checked="" type="checkbox"/>	5753252 was routed to University Hospital (Test Record) (AKUD99K) in cell 2: Green R; Cupples L; Go R; Benke K; Edeki T; Griffith P; Will Risk of dementia among white and African American JAMA. 2002 Jan 16;287(3):329-36 PMD: 11790212 ISSN: 0098-7484
<input type="checkbox"/>	Tang MX; Stern Y; Merder K; Bell K; Gurlend B; Lantigua R; A The APOE-epsilon4 allele and the risk of Alzheimer JAMA. 1998 Mar 11;279(10):751-5 PMD: 9508150 ISSN: 0098-7484
<input type="checkbox"/>	Devi G; Ottman R; Tang MX; Merder K; Stern Y; Mayeux R Familial aggregation of Alzheimer disease among wh Arch Neurol. 2000 Jan;57(1):72-7 PMD: 10634451 ISSN: 0003-9942

Reset Next >>>

PUBMED

- PubMed** is embedded in DOCLINE and can be used for those requests without a UID.

DOCLINE® interlibrary loan request routing and referral system

REQUESTS DOCLINE® SERHOLD LD HELP HOME Logoff-TXUXXE

Barrow UniqueKey LOCATORplus Manual Transfer Requestor

NCBI PubMed National Library of Medicine NLM

PubMed Nucleotide Protein Genome Structure PopSet

Search PubMed for Go Clear

Limits Preview/Index History Clipboard Details

About Entrez

Entrez PubMed
Overview
Help | FAQ
Tutorial
New/Noteworthy

PubMed Services
Journal Browser
MeSH Browser
Single Citation
Matcher
Batch Citation Matcher
Clinical Queries
LinkOut
Cubby

- Enter one or more search terms, or click [Preview/Index](#) for advanced searching.
- Enter [author names](#) as smith jc. Initials are optional.
- Enter [journal titles](#) in full or as MEDLINE abbreviations. Use the [Journal Browser](#) to find journal titles.

PubMed, a service of the National Library of Medicine, provides access to over 11 million MEDLINE citations back to the mid-1960's and additional life science journals. PubMed includes links to many sites providing full text articles and other related resources.

New on the Bookshelf
Chapter 6, Smallpox and Vaccinia by Donald A.

Free Full-text Articles
Try the new [PubMed Central](#), NLM's free and unrestricted

- For best results, switch to **Single Citation Matcher** in PubMed.
- Type in the available information, and click on search.

- To select the correct citation, check the box next to it.
- Then click on **Order**.

- From this point, the processing is the same as with **UniqueKey**.

LOCATORPLUS

- Like **PubMed**, **LOCATORplus** is embedded in DOCLINE.
- Search **LOCATORplus**, when the article request is not found in **PubMed**.
- The goal is to find the journal title to allow for the best possible routing.
- When searching for a journal, switch to **Journal Title Search**.
- Notice that the **DOCLINE Ordering Information** button is in red. This means no data has been captured to return to DOCLINE.
- If the search is for a monograph or audiovisual item, choose the most appropriate search criteria.



- Once the correct item is found, click on the **DOCLINE Order** button now in blue. The data has been captured at this point.



- You return to the **Citation Input** screen
- Input any other available information like pages needed.

Citation Input				Requestor's LIBID: TXUXXE	
Display Only					
Title:	Burning mouth syndrome / Isahac van der Waal				
Author:	Waal, Isahac van der, 1943-				
Collation:	Monograph/item: Printed language material				
Place:	Copenhagen :	Publisher:	Munksgaard,	NLM Unique ID:	9212016
Verify:	LOCATORplus	Call No:	WU 14J W111b 1990		
Update					
Part Title:					
Part Author:					
Volume:		Issue:			
Pages:		Year:	c1990		
Next >>>					

- If the request is for a M/A/N document, the **Routing Instruction** screen will include the **M/A/N Map**.

Routing Instructions				Requestor's LIBID: TXUXXE	
Form:	Copy	Copyright Compliance	Guidelines	Maximum Cost \$	FREE .00
Comments:	Test - do not fill				
Authorized By:	R. Leideman	Referral Reason:			
Network Delivery:	Mail	NLM Delivery:	Never route to NLM		
Patron Name:		Need By Date:	(MMDDYYYY)		
Phone:	Country Code 1	Area/City Code 713	Local Number 555-1223	Extension	
Fax:	Country Code 1	Area/City Code 713	Local Number 555-1222	Extension	
Email:	jleis@mail.nlm.nih.gov				
Ariel:					
M/A/N Map:					
<<< Prev Reset Next >>>					

- If the request is for a serial title, the routing will be based on the routing table.

Routing Instructions				Requestor's LIBID: TXUXXE	
Form:	Copy	Copyright Compliance	Guidelines	Maximum Cost \$	FREE .00
Comments:	Test - do not fill				
Authorized By:	R. Leideman	Referral Reason:			
Network Delivery:	Mail	NLM Delivery:	Never route to NLM		
Patron Name:		Need By Date:	(MMDDYYYY)		
Phone:	Country Code 1	Area/City Code 713	Local Number 555-1223	Extension	
Fax:	Country Code 1	Area/City Code 713	Local Number 555-1222	Extension	
Email:	jleis@mail.nlm.nih.gov				
Ariel:					
Prefix LIBID:		Route Cells:	1 P	2 P	3 P
			4 P	5 P	6 P
			7 P	8 P	9 P
			Delect All		
<<< Prev Reset Next >>>					

MANUAL

- The **Manual** borrow should only be used as a last resort.
- All the information will need to be manually inputted and the routing will be on M/A/N Map.

Citation Input		Requester's LIBID: TXUXXE	
Title	<input type="text"/>		
Author	<input type="text"/>		
Part Title	<input type="text"/>		
Part Author	<input type="text"/>		
Collation	<input type="text"/>		
Place	<input type="text"/>	Publisher	<input type="text"/>
Volume	<input type="text"/>	Issue	<input type="text"/>
NUM Unique ID	<input type="text"/>	Verify	Manual
Type	Select one	ISSN/ISBN	<input type="text"/>
<input type="button" value="Next >>>"/>			

TRANSFER

- **Transfer** is used to transfer **Loansome Doc** requests into **Requests**.
- It is your choice if you wish to transfer a LD into Requests. You may choose only to fill LD request with your own collection.
- To **Transfer Loansome Doc request**, type in the number of the LD request.

Transfer Loansome Doc request

Enter request number or retrieve all requests

- The request can be shipped to either the library or the patron. Make your selection under the **Ship To** column.
- Next to the request number in the **Transfer Request** column is a blue dot. Click on this dot to continue to act on this transfer.

Transfer Loansome Doc request				
Enter request number or retrieve all requests <input type="text" value="5753811"/> <input type="button" value="Go"/>				
Ship To	Transfer Request	View Request	Request Date	Patron Name
<input type="button" value="Patron"/>	 5753811	 5753811	JAN 31, 2002	MW/LM SCR, Re

- Clicking on the blue dot takes you to the **Routing Instructions** and **Delivery address**. Made any corrections necessary.
- Be sure to choose a **Referral Reason**.
- Click on **Finish**.

Routing Instructions LIBID: TXUXXE

Form: Copy Copyright Compliance Guidelines Maximum Cost \$ FREE.00

Comments:

Authorized By: R. Leidenma Referral Reason:

Network Delivery: Mail NLM Delivery: Never route to NLM

Patron Name: NNLM SCR, Re Need By Date: (MMDDYYYY)

Phone: Country Code: 1 Area/City Code: 713 Local Number: 555-1223 Ext:

Fax: Country Code: 1 Area/City Code: 713 Local Number: 799-7070 Ext:

Email: richam@library.tmc.edu

Area:

Prefix LIBID: Route Cells: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐

Refer to Resource Libraries: ☐ Refer on after NLM: ☐ Deselect All

Patron's delivery address

Ship to Name: Re NNLM SCR

Department: HAM-TMC Library

Street:

City: Houston

State/Province (U.S. or Canada): Texas

State/Province (Other):

Zip/Zip+4: 77030

- Notice the request number remains the same.

DOCLINE Request - Jan 31, 2002

Result: [5753811](#) was routed to University Hospital (Test Record) ([CAUXXG](#)) in cell 1 for NNLM SCR, Re

Part Author: Eskandar E; Cosgrove G; Shinobu L

Part Title: Surgical treatment of Parkinson disease.

Citation: JAMA 2001 Dec 26;286(24):3056-9

PMID: 11754653

REQUESTOR

- **Requestor** is not an often used borrow method.
- It is used to assist another library that cannot temporarily borrow them self.
- The assisting library can type in the LIBID for the disabled library. The Routing Profile and Table used will be the disabled library's.

Change requestor

Input LIBID: TXUXXE

Requestor LIBID:

RESUBMIT

- **Resubmit** allows you to re-request a request that was stopped for some reason without having to reenter the entire information again.
- To **Resubmit**, either click on the system message saying request were retired unfilled

Messages for TXUXXE University Hospital (Test Record)	
2	DOCLINE requests were retired unfilled
1	DOCLINE requests received awaiting completion

- You are automatically taken to the **Status/Cancel** screen with **Retired Borrows** showing.
- Click on the red arrow next the request number in the **Resubmit** column.

Status / Cancel					
Enter request number or			Set search limits		
<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="DOCLINE"/>	<input type="button" value="Borrow"/>	<input type="button" value="Retired"/>	<input type="button" value="Begin"/>
					<input type="button" value="End"/>
					<input type="button" value="40"/>
					<input type="button" value="Sort"/>
					<input type="button" value="Asc"/>
					<input type="button" value="Go"/>
Resubmit	Request #	Request Date	Action	Action Date	Patron
	5752998	Jan 31, 2002	Canceled	Jan 31, 2002	
	5753122	Jan 31, 2002	Canceled	Jan 31, 2002	

- You are taken to a **Routing Instruction** page
- It is similar to other instruction pages but also includes buttons on the top of the screen to the **Request**, the **History**, and **Help**.
- Be sure to make some changes in your instructions or select a **Prefix LIBID** before resubmitting.

Resubmit 5752998: Canceled		<input type="button" value="Request"/>	<input type="button" value="History"/>	<input type="button" value="Help"/>
Routing Instructions		Requestor's LIBID: TXUXXE		
Form	<input type="button" value="Copy"/> Copyright Compliance Guidelines	Maximum Cost \$ FREE .00		
Comments	<input type="text" value="test - do not fill"/>			
Authorized By	<input type="text" value="A. Leideman"/>	Referral Reason <input type="text"/>		
Network Delivery	<input type="button" value="Mail"/> NLM Delivery	<input type="button" value="Never route to NLM"/>		
Patron Name	<input type="text"/>	Need By Date <input type="text" value="(MMDDYYYY)"/>		
Phone	<input type="text" value="1.713.555-1223"/>			
Fax	<input type="text" value="1.713.555-1222"/>			
Email	<input type="text" value="jleider@mail.nlm.nih.gov"/>			
Prefix LIBID	<input type="text" value="TXUHL"/>	Route Cells 1 <input type="button" value="P"/> 2 <input type="button" value="P"/> 3 <input type="button" value="P"/> 4 <input type="button" value="P"/> 5 <input type="button" value="P"/> 6 <input type="button" value="P"/> 7 <input type="button" value="P"/> 8 <input type="button" value="P"/> 9 <input type="button" value="P"/>		
Refer to Resource Libraries <input type="checkbox"/>		Refer on after NLM <input type="checkbox"/> <input type="button" value="Deselect All"/>		
<input type="button" value="Previous"/>		<input type="button" value="Reset"/>	<input type="button" value="Next"/>	

- Notice that the request number for the resubmitted request has changed.

DOCLINE Request - Feb 04, 2002	
Result:	5789416 was routed to National Network of Libraries of Medicine (TXLHRL) as Prefixed (Not Held)
Part Author:	[Author not Available]
Part Title:	Asthma intervention put to the test with inner-city
Citation:	Dis Manag Advis 2001;7(11):161-5
PMD:	11759310
NLM UNIQUE ID:	100961635 ISSN: 1531-5681

[Return](#)

RECEIPT

- Requests coming to you as a lender can be receipt in two ways.
- The **Welcome Screen** has a message of any receipts awaiting. Click on the message to go to the requests.

Messages for TXUXXE University Hospital (Test Record)	
1	DOCLINE requests awaiting RECEIPT
1	Loansome Doc requests received awaiting completion

- The other option is to click on the Request menu choice **Receipt**.

Received requests waiting completion by TXUXXE University Hospital (Test Record)	
2	DOCLINE receipts
1	Loansome Doc receipts

- You are taken to the requests sent to you.
- A system message tells you that by opening this page, you have accepted the requests. Click on **OK**.
- To print, click on the **Print/Download Receipts** button.

5753567

Request # 5753567

Mail To:
National Network of Libraries of Medicine
South Central Region
1123 John Freeman Blvd.
Houston, TX 77030-2809

Title:
Title Abbrev:
Citation:
Article:
Author:
R&M Unique ID:
PubMed ID:
Publisher:
Verify:
Copyright:
Authorization:

JAMA : the journal of the American Medical Association.
JAMA
2001 Dec 20;286(24):3056-9
Surgical treatment of Parkinson disease.
Eskandar E; Cosgrove G; Shinobu L
7501160 ISSN: 0098-7464
11754653
American Medical Association, Chicago IL
PubMed
Copyright Compliance Guidelines
rm

DOCLINE: Journal Copy

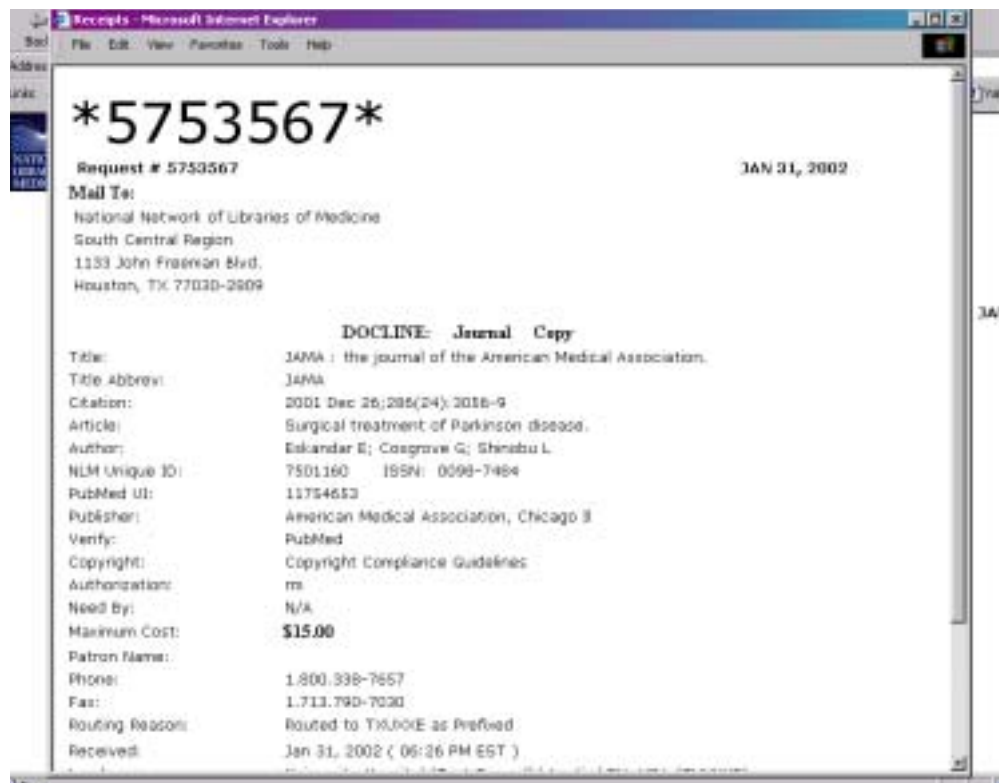
[Print/Download Receipts](#)

RECEIPTING LDS

- Receipting LDS is the same as receipting any other requests. Either click on the message on the **Welcome Screen** or click on **Receipt** under **Requests**.



- A separate window opens with all of the requests.
- Print using the browser's print option under File.



LEND

- Each request sent to you must be updated in **Lend**.
- **Lend** has two tabs – **Batch** and **Single**.
- **Batch** is more likely used by larger libraries processing many lends, or by libraries using Barcode readers.

- The **Single** tab is more commonly used.
- In **Single**, each request number can be processed individually.

Number	Action	Method/Reason	Type	Form
Select Request	Filled	Mail	Journal	Copy
Select Request	Filled	Mail	Journal	Copy

- In the **Number** column, select the request number.
- In the **Action** column, select the action – **Filled** or **Rejected**.
- If the request is filled, the **Method/Reason** column will list the method of delivery.
- You must select the delivery method.

Number

Select Request

5753446

5753448

Action

Filled

Rejected

Method/Reason

Mail

ARIEL

E-mail(PDF)

E-mail(TIFF)

Fax

Pickup

Web(PDF)

Web(TIFF)

- If the request is rejected, the **Method/Reason** column lists the reason for rejection.
- You must select the reason it was not filled.

The image shows two dropdown menus. The 'Action' menu on the left has three options: 'Rejected' (selected), 'Filled', and 'Rejected' (highlighted in purple). The 'Method/Reason' menu on the right has a list of reasons: 'BDY - At bindery' (selected), 'BDY - At bindery' (highlighted in purple), 'CAN* - Canceled', 'COP* - Needs copyright compliance', 'CST* - Cost exceeds limit', 'EXL - Exceeds copy limit', 'INC* - Not found as cited', 'LAC - Lacking (Issue/Volume)', 'LOS - Lost', 'NCR - Non-circulating', 'NOS - Not on shelf', and 'NOT - Not owned (Title)'.

- The document **Type** and **Format** can also be selected.
- Once the information is complete, click on the **Update** button.

The image shows two dropdown menus. The 'Type' menu on the left has three options: 'Journal' (selected), 'Journal' (highlighted in purple), and 'Monograph'. The 'Form' menu on the right has three options: 'Copy' (selected), 'Copy' (highlighted in purple), and 'Original'.

- The system displays how the lends were updated.

DOCLINE Requests Updated - Jan 31, 2002			
Request #	Action	Method/Reason	
5753446	Filled	Mail	
5753448	Filled	Mail	

[Return](#)

STATUS/CANCEL

- **Status/Cancel** allows you to cancel a request you have made or check the status of any requests you still have access to.
- If information is needed for only one particular request, type the request number in the box under **Enter request number** and click on **Go**.

The image shows the 'Status / Cancel' search interface. It includes a header 'Status / Cancel', a search bar 'Enter request number or', and a 'Set search limits' link. Below the search bar is a 'Go' button. The search limits section includes dropdown menus for 'DOCLINE', 'Borrow', 'All', and 'Begin' (0), 'End' (3), 'Sort' (Asc), and a 'Go' button.

- If a list of requests is needed, you can search for them by the type of request – **DOCLINE** or **LD**, and **Borrow**, **Lend** or **Transfer**.

The image shows four separate filter panels. Each panel has three dropdown menus. The first dropdown is for request type (DOCLINE or LD), the second for action (Borrow, Lend, or Transfer), and the third for status (All, Filled, Pending, Retired). In the first panel, 'DOCLINE' is selected, 'Borrow' is selected, and the status dropdown is open showing 'All', 'Filled', 'Pending', and 'Retired'. In the second panel, 'DOCLINE' is selected, 'Lend' is selected, and the status dropdown is open showing 'Pending', 'Warning', 'Filled', and 'All'. In the third panel, 'LD' is selected, 'Lend' is selected, and the status dropdown is open showing 'All', 'Filled', 'Pending', and 'Retired'. In the fourth panel, 'LD' is selected, 'Transfer' is selected, and the status dropdown is open showing 'All', 'Filled', 'Pending', and 'Retired'.

- Requests are available for up to 40 days after the last action.
- They can be views in Ascending or Descending order.

The image shows two filter panels. The first panel has two dropdown menus for date range: 'Begin' and 'End'. The 'Begin' dropdown is open showing a list from 0 to 10. The 'End' dropdown is open showing a list from 3 to 13. The second panel has a 'Sort' dropdown menu with 'Asc' and 'Desc' options, and a 'Go' button.

- If the request is still outstanding (has not been filled or cancelled), it can be cancelled here by checking the box next to it in the **Cancel** column. Then click on the **Cancel Checked Items**.

The image shows a screenshot of the 'Status / Cancel' interface. At the top, there is a header 'Status / Cancel' and a sub-header 'Enter request number or Set search limits'. Below this is a search bar with a 'Go' button. The search bar contains the following filters: 'DOCLINE', 'Borrow', 'All', 'Begin 0', 'End 3', 'Sort Asc', and 'Go'. Below the search bar is a table with the following columns: 'Cancel', 'Request #', 'Request Date', 'Action', 'Action Date', and 'Institution'. The table contains three rows of data:

Cancel	Request #	Request Date	Action	Action Date	Institution
<input type="checkbox"/>	5752990	Jan 31, 2002	New	Jan 31, 2002	TXUHR: National Network of Libraries of Medicine / Houston
<input type="checkbox"/>	5753121	Jan 31, 2002	New	Jan 31, 2002	CAUXXQ: University Hospital (Test Record) / Van Nuys
<input type="checkbox"/>	5753151	Jan 31, 2002	New	Jan 31, 2002	AKUXXK: University Hospital (Test Record) / Anytown

At the bottom of the interface, there are two buttons: 'Cancel Checked Items' and 'Clear Checked Items'.

- A system message will tell you the item was cancelled.

DOCLINE Requests Updated - Jan 31, 2002		
Request Number	Action	
5753122	Canceled	

- Clicking on the term in the **Action** column, gives you the history of the request.

History of request # 5752998			
Date	Action	Reason	Institution
Jan 31, 2002	Requested by		TXUXXE : university Hospital (Test Record) /Austin
Jan 31, 2002	Routed to	Prefixed	TXUHRL : National Network of Libraries of Medicine /Houston

- Clicking on the LIBID of the library who has received the request, takes you to the library's ILL information in DOCUSER.

ILL Info Window - Microsoft Internet Explorer

National Network of Libraries of Medicine (TXUHRL)

ILL Contact:
Phone: 1 800 338-7457
Fax: 1 713 790-7039

ILL Delivery Methods:
Will send via Fax, Mail
Will receive via Fax, Mail

ILL Charges:
Audiovisual \$0.00
Copy \$0.00
Fax \$0.00
Bound Journal \$0.00
Unbound Journal \$0.00
Original \$0.00
Estimate
Other

Library Group:

DOCUSER Record Close Window

Cancel Checked Item Clear Checked Item

- As a lender you only have **Status** information on requests to your final action.

Status / Cancel					
Enter request number or			Set search limits		
<input type="text"/>	Go	DOCLINE	Lend	Filed	Begin
				End	Sort Asc
Borrower	Request #	Request Date	Action	Action Date	ReRoute In
TXUHRL : National Network of Libraries of Medicine / Houston	5753446	Jan 31, 2002	Filed	Jan 31, 2002	
TXUHRL : National Network of Libraries of Medicine / Houston	5753448	Jan 31, 2002	Filed	Jan 31, 2002	

TIME-TRIGGERED ACTIONS

- These are actions the DOCLINE system takes after a certain time is past so the requests will route in a timely manner.
- The lender must **Receipt** requests within one working day.
- NLM counts working days as Monday through Friday.
- The day the request is entered into the system is Day 0 so the lender has until midnight the following day to receipt the request (Day 1).
- Requests must be updated in **Lend** within three working days.
- Day 0 is the day of receipt.
- A warning message will be seen on the **Welcome Screen** on the second working day.
- Loansome Doc requests that are not updated will disappear after 30 days.

REPORTS

- **DOCLINE Reports** are quarterly statistics on your borrowing and lending activities.
- Two quarters worth of reports are always available. As a new quarter is added the previous quarter disappears. NOTE: Neither the RML nor NLM has access to these reports once they have left your **Reports** menu.

Reports	
1-7	Routing Table Statistics
July - September 2001 Quarterly Reports	
1-1A	Summary DOCLINE Borrower Statistics
1-11A	Summary DOCLINE Borrower Statistics--VAUXXJ
1-1AT	Summary DOCLINE Borrower Statistics--Total for all requests entered by TXLXXE
1-1B	Summary DOCLINE Lender Statistics
1-2A	Detailed DOCLINE Borrower Statistics
1-22A	Detailed DOCLINE Borrower Statistics--VAUXXJ
1-2B	Detailed DOCLINE Lender Statistics
5-1A	Loansome Doc Detailed Lender Statistics
5-1B	Loansome Doc Throughput Report
October - December 2001 Quarterly Reports	
1-1A	Summary DOCLINE Borrower Statistics
1-11A	Summary DOCLINE Borrower Statistics--VAUXXJ
1-1AT	Summary DOCLINE Borrower Statistics--Total for all requests entered by TXLXXE
1-1B	Summary DOCLINE Lender Statistics
1-2A	Detailed DOCLINE Borrower Statistics
1-22A	Detailed DOCLINE Borrower Statistics--VAUXXJ

- There are also some annual statistics generated.
- Currently only 1-8A is available which lists the journal titles you borrowed during the report period.

Yearly Reports

1-8A [Ranked List of Serial Titles Requested\(July 2000 -- June 2001\)](#)

1-8A			
NATIONAL LIBRARY OF MEDICINE BIOSIS STATISTICS RANKED LIST OF SERIAL TITLES REQUESTED JULY 2000-JUNE 2001 TXUXXE - University Hospital (Test Record)			
Number of Titles Requested	Number Filled	Year (Number per Year)	Title (PLM ID)
20	4	1998 (20)	The American journal of cardiology (0287277)
9	0	1999 (9)	Science (0434511)
2	0	2000 (2)	Archives of general psychiatry (0372433)
2	0	1999 (2)	Journal des maladies vasculaires (7703965)
2	0	1999 (2)	Journal of advanced nursing (7689811)
1	0	1998 (1)	Anesthesia and analgesia (3330650)
1	0	1992 (1)	Archives of disease in childhood (0372434)
1	0	1999 (1)	Cancer (0374236)
1	1	2000 (1)	Clinical cancer research : an official journal of the American Association for Cancer Research (0932508)
1	0	2000 (1)	Clinical chemistry (0421548)
1	0	1995 (1)	Indian journal of physiology and pharmacology (0334787)
1	1	1999 (1)	Journal of Academic research (0903300)

REPORT 1-7: ROUTING TABLE STATISTICS REPORT

- This report is always current to the moment.
- It lists the libraries that have you in their **Routing Tables** and in which cell.
- By clicking on the LIBID, you go to the library's ILL information in DOCUSER.
- The report can be used to find libraries to add your **Routing Table**.
- If there have been problems with any one library overburdening you, checking their placement of your in the routing table, might help solve the problem.

TXUXXE appears in the Routing Tables/Cells of the following 15 institutions: Jan 31, 2002 06:41:14		
1	ARUHRB	University Hospital (Test Record)/ Clinton
1	NEUMDO	National Network of Libraries of Medicine (Test Only)/ Omaha
1	NYUGNR	National Network of Libraries of Medicine/ New York
2	MDUXXB	University Hospital (Test Record)/ Washington
2	NYUXXA	University Hospital (Test Record)/ Gotham
3	AKUXXK	University Hospital (Test Record)/ Anytown
3	VALXXJ	University Hospital (Test Record)/ East Bug City
4	CAUPSR	National Network of Libraries of Medicine/ Los Angeles
4	CTUXXH	University Hospital (Test Record)/ Anytown
4	NEUXXD	University Hospital (Test Record)/ Merced
4	VTUHRJ	University Hospital (Test Record)/ Veryfine
5	CAUXXG	University Hospital (Test Record)/ Van Nuys
6	WALXXE	University Hospital (Test Record)/ Bogus City
7	PAUHQY	University Hospital (Test Record)/ Anytown
M4	NEUXXD	University Hospital (Test Record)/ Merced

REPORT 1-1A: SUMMARY DOCLINE BORROWER STATISTICS

- This is a summary of all the requests entered by your library.
- Check to see that not too many requests are rejected or not acted upon in a timely manner.

REPORT 1-1A 11/09/2001

NATIONAL LIBRARY OF MEDICINE
SUMMARY DOCLINE BORROWER STATISTICS
JULY - SEPTEMBER 2001

REQUESTS ENTERED BY TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

ENTERED FOR TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

	Journals	Monographs	Total
Requested	2	0	2
Filed	1	0	1
Not Filed	1	0	1
Throughput Filed (Days)	1	NA	1
Throughput Not Filed (Days)	0	NA	0

REPORT 1-1B: SUMMARY DOCLINE LENDER STATISTICS

- This is the summary of your library as a lender.
- Use this report to check that you do not reject too often or have too many time-triggered actions.
- Check that your throughput is 0 – 1 days.

REPORT 1-1B 11/09/2001

NATIONAL LIBRARY OF MEDICINE
SUMMARY DOCLINE LENDER STATISTICS
JULY - SEPTEMBER 2001

REQUESTS RECEIVED BY TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

	Journals	Monographs	Total
Received	3	1	4
Filed	1	0	1
Not Filed	2	1	3
Removed for Non-Receipt	0	0	0
Removed for Non-Action	0	0	0
Throughput Filed (Days)	0	NA	0
Throughput Not Filed (Days)	0	0	0

REPORT 1-2A: DETAILED DOCLINE BORROWER STATISTICS

- This is a detailed report of your borrowing activities and the lenders that the request was sent to.

REPORT 1-2A 11/30/2001

NATIONAL LIBRARY OF MEDICINE
DETAILED DOCLINE BORROWER STATISTICS
JULY - SEPTEMBER 2001

REQUESTS ENTERED BY TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

ENTERED FOR TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

State Lender/ Parental Lender

	Tot. Loans	Tot. Filed	Percent	Tot. Not Filed	Percent	Filed		Not Filed		Throughput Filed	Throughput Not Filed
						Journals	Mon.	Journals	Mon.		
US-CONNECTICUT TOTAL	1	1	100%	0	0%	1	0	0	0	1	NA
UTL008H	1	1	100%	0	0%	1	0	0	0	1	NA
US-MAR08MA TOTAL	1	0	0%	1	100%	0	0	1	0	NA	0
VAL00U	1	0	0%	1	100%	0	0	1	0	NA	0
US TOTAL	2	1	50%	1	50%	1	0	1	0	1	0
TOTAL	2	1	50%	1	50%	1	0	1	0	1	0

REPORT 1-2B: DETAILED DOCLINE LENDER STATISTICS

- This is a detailed report of you activities as a lender.

REPORT 1-2B 11/31/2001

NATIONAL LIBRARY OF MEDICINE
DETAILED DOCLINE LENDER STATISTICS
JULY - SEPTEMBER 2001

REQUESTS RECEIVED BY TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

State: Arkansas

	Tot. Loans	Tot. Filled	Percent	Tot. Not Filled	Percent	Filled		Not Filled		Throughput	Throughput
						Journals	Micro.	Journals	Micro.	Filled	Not Filled
US-ARKANSAS TOTAL	1	0	0%	1	100%	0	0	0	1	N/A	0
US-TEXAS TOTAL	2	1	50%	1	50%	1	0	1	0	0	0
US-VIRGINIA TOTAL	1	0	0%	1	100%	0	0	1	0	N/A	0
VAUSDJ	1	0	0%	1	100%	0	0	1	0	N/A	0
US TOTAL	4	1	25%	3	75%	1	0	2	1	0	0
TOTAL	4	1	25%	3	75%	1	0	2	1	0	0

REPORT 5-1: LOANSOME DOC DETAILED LENDER STATISTICS

- This is a detailed report of your library as a Loansome Doc lender.
- This can be used to determine your optimal Loansome Doc activities.

REPORT 5-1A 11/09/2001

NATIONAL LIBRARY OF MEDICINE
LOANSOME DOC SYSTEM
DETAILED LENDER STATISTICS
JULY - SEPTEMBER 2001

REQUESTS PROCESSED BY TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

LD PATRON (USERID):

	Total Received	Filled							Not Filled Total	Not Filled Transfer
		Asst	Email	Fax	Mail	Pickup	Web	Total		
Sunshine,Suzie (SUUSE1)	0	0	0	0	0	0	0	0	14	0
TOTAL	0	0	0	0	0	0	0	0	14	0

REPORT 5-1B 11/10/2001

NATIONAL LIBRARY OF MEDICINE
LOANSOME DOC SYSTEM
LOANSOME DOC THROUGHPUT REPORT
JULY - SEPTEMBER 2001

REQUESTS PROCESSED BY TXUXXE - UNIVERSITY HOSPITAL (TEST RECORD)

	Total
Removed for Non-Receipt	0
Removed for Non-Action	0
Throughput Filled	N/A
Throughput Not Filled	0